



City of Santa Barbara
Airport Department

DATE: November 18, 2009

TO: Airport Commission

FROM: Karen Ramsdell, Airport Director

SUBJECT: Amendments to the T-Hangar Rules and Regulations and T-Hangar Waiting List Policy and Procedures

RECOMMENDATION: That Commission approve the amendments, as shown on Exhibits A and B, to the:

1. T-Hangar Rules and Regulations; and
2. T-Hangar Waiting List Policy and Procedures.

DISCUSSION:

Background

The T-Hangar Rules and Regulations and the T-Hangar Waiting List Policy and Procedures were developed with input gathered from two pilot meetings and the General Aviation Subcommittee, and unanimously approved by Airport Commission on April 19, 2006.

On June 14, 2006, City Council adopted Resolution No. 06-046 setting forth the Policies and Procedures for operation of the City's 24 T-Hangars at 40 Gerald Cass Place, including Exhibit A, "T-Hangar Rules and Regulations," Exhibit B, "T-Hangar Waiting List Policy and Procedures." Recognizing that changes to the Exhibits would need to be made for the orderly and fair administration of the T-Hangar program, the Resolution stated that any amendments were to be approved by Airport Commission.

Consistent with the Waiting List Policy and Procedures, T-Hangar tenants were chosen by a public lottery on November 15, 2006. Twenty-five additional names were drawn to form a waiting list. The T-Hangars were occupied on February 1, 2008.

Due to various circumstances, by August 2009, the T-Hangar waiting list had dwindled to less than 10 interested parties, triggering a new lottery under the terms of the current Waiting List Policy. Additionally, both documents required minor amendments to clarify certain operational provisions and to replace language that pertained to the initial lottery selection.

Prior to proceeding with a new lottery, staff met with the Airport Commission, General Aviation Subcommittee on August 19, 2009, to review the proposed changes to the Rules and Regulations and Waiting List Policy. At that time the Subcommittee concurred with the

proposed changes and concluded that the lottery process was preferable to a waiting list system.

At the September 16, 2009 Airport Commission meeting, additional comments were received from Commissioners and the public. Commission recommended that this agenda item be deferred until the next Airport Commission meeting where all members were present. (*Airport Commission Report of September 13, 2009 is attached.*)

General Aviation Subcommittee

Public comment was received on the T-Hangar Waiting List Policy at the September 16, 2009 Airport Commission meeting. Generally, most of the comments centered on replacing the Lottery process with an open waiting list system.

On October 5, 2009, the General Aviation Subcommittee met to review and discuss the proposed changes to the Rules and Regulations and to the Waiting List policies. The following changes to the T-Hangar Rules and Regulations were recommended.

T-Hangar Rules and Regulations Amendments

At the September 16, 2009, Airport Commission meeting, questions were raised regarding some of the proposed changes to the Rules and Regulations. Listed below is a list of the proposed changes, comments or questions, and corresponding responses. Revised Exhibit "A", T-Hangar Rules and Regulations are attached with the changes highlighted by strike-through in red and new language highlighted in yellow. As a follow up to the questions raised at the meeting, additional information is provided:

- II. T-Hangar License, C. Permitted Aircraft; Airworthy; replaced sentence on airworthy condition of aircraft to clarify intent. *Airport Commission questioned the need for an "FAA certified inspection station".*

After reviewing the original sentence, it was determined that the only intended change was to add "owner" adjacent to aircraft. The sentence now reads as follows: To be airworthy, an aircraft owner must produce current records documenting successful completion of a required annual airworthiness condition inspection conducted by an inspector certified by the FAA.

- IV. T-Hangar Use and Maintenance, added .new paragraph B. "Pilot Lounge Use. *Comments included location of the Pilot Lounge and the date when keys will be made available.*

The location of the Pilot Lounge is the northwest end unit of T-Hangar 8 series, adjacent to Unit 10; originally, keys were planned to be distributed to all T-hangar permittees with a copy of the revised Rules and Regulations; however, keys are being made and will be made available as soon as possible.

- IV. T-Hangar Use and Maintenance, C. Fire Safety Requirements, *Comments were received questioning the need for a "UL listed plug strip with over-current protection" since the wall plugs have ground fault protection.*

Staff contacted the Fire Department Inspector and the City's Building Inspector and learned that while the installed grounded outlets are sufficient for protection of the building, City Fire Code 605.5 states that, "Extension cords and flexible cords shall not be a substitute for permanent wiring. ... Extension cords shall be used only with portable appliances. Portable appliances should be unplugged when not in use.

Section 605.5.4 further states, "Extension cords shall be grounded when serving grounded portable appliances." The Fire Department considers any extension cord that has been in place for more than 90 days a "permanent" installation. Tenants who require constant power in locations other than those provided must follow the procedures for alternations.

- Section IV. E. 1. was amended to add,

"Any appliance approved for use under this T-Hangar License that requires continuous current must be plugged directly into a grounded outlet. If no such outlet is within reach of the appliance, Licensee shall request permission from the Airport Director to install permanent conduit and a new grounded outlet. Such installation shall be done by a licensed electrical contractor at Licensee's sole cost and expense.

T-Hangar Waiting List Policy and Procedures

At the October 5, 2009 General Aviation Subcommittee, Staff recommended that the Lottery system continue but that the cap of 25 names on the waiting list be removed, and that a lottery be held when the number of names on the list reaches 10.

After general discussion, the General Aviation Subcommittee recommended that a lottery be held annually, and that the cap on the number of names be removed. With this in mind, the following amendments are proposed for to the T-Hangar Waiting List Policy:

- First paragraph changed to reflect past tense rather than future tense in describing the 24 T-hangars.
- I. Waiting List Formation, A. Lottery Application, deleted paragraph 3 on Initial Lottery Deposit.
- II. Lottery, A. Initial Lottery, deleted "initial" lottery description and replaced with passed tense recording action taken;
- II. Lottery. B. Periodic Lottery. Revised to be held annually and deleted the 25 limit of applicants on the waiting list. The change is as follows:

"Annually, or at such time as the Waiting List contains ten (10) applicants or fewer, subsequent lotteries will be held to add Applicants to the T-Hangar Waiting List. The number of Applicants selected at the Periodic Lottery for placement on the Waiting List shall be all qualified Lottery Applications submitted for participation for placement on the Waiting List As applicants are selected in the Periodic Lotteries, those applicants selected shall be placed at the end of the Waiting List behind the Applicants selected for the Waiting List from prior lotteries."

- III. T-Hangar Waiting List Administration, A. Annual Renewal Fee. All applicants on the waiting list must own an aircraft in order to be on the list. The paragraph as been changed as follows:

Applicants assigned to the T-Hangar Waiting List shall submit an annual non-refundable renewal fee of \$50 and verification of aircraft ownership to maintain placement on the T-Hangar Waiting List. Applicant unable to verify ownership of an aircraft on the renewal date will be dropped from the waiting list and their renewal fee returned.

- III. T-Hangar Waiting List Administration, B. T-Hangar License Offer, has been changed to delete registered mail requirement for notification of availability of a t-hangar.
- III. T-Hangar Waiting List Administration, E. Declined T-Hangar Offer, 1. Declined Offer by Airport Director, 2. Declined by Applicant, deleted reference to initial lottery.
- III. T-Hangar Waiting List Administration, F. Withdrawal From Waiting List, Deleted reference to initial lottery.
- III. T-Hangar Waiting List Administration, Future Development., changed last sentence to state “an alternate system **may** be developed at that time.”

Conclusion

The changes proposed have been made based upon numerous public comments and achieve the purpose for which they were intended: to provide a fair and transparent public process for tenant selection, assure that the rules and regulations adequately protect the City's interest, and provide clear guidance for the T-hangar tenant.

PREPARED BY: Business & Property Division

ATTACHMENT: Exhibit “A” T-Hangar Rules and Regulations, Amended
Exhibit “B” T-Hangar Waiting List Policy and Procedures, Amended